

On-line enrolment for New Members

1. View available Courses

<p>Home</p> <p>View Courses</p> <p>Enrol as New Member</p>	<ul style="list-style-type: none"> • Courses with free places are white, new courses are green, blue courses are full and you will be waitlisted. • You can sort Courses in various ways by clicking on column headings (eg Course, Day) • Or filter by Parent Code (eg EXE: Exercise courses) • Find more information by clicking the Course name.
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2. Enrol as New Member

<p>Home</p> <p>View Courses</p> <p>Enrol as New Member</p>	<p>A Member number and Password will be emailed to you.</p> <p>You can then use this to Login</p>
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NB If you have been a member of U3A Mornington at some time in the past,

please **Login** with your **email address** and if you have forgotten your password, please select that option. Password information will be emailed to you.

3. Select your Course/s and Pay your Membership fee

<p>Home</p> <p>View Member Details</p> <p>Edit Member Details</p> <p>View or select Courses</p>	<p>Once you are logged in, click on View or Select Courses</p>
<p><input checked="" type="checkbox"/> 18DISH10 <u>Hot off the press</u></p>	<p>Tick the box next to a course/s to select</p>
<p>Confirm Selections</p>	<p>Confirm Selections</p>
<p>Finalise Courses, and if necessary, Invoice & Payment</p>	<p>On the next screen, Finalise selections and pay your Membership fee**.</p>
<p>18EXE10 Tai Chi: Beginners & Intermediate 09/02/2018 No charge Remove</p> <p>18GAM13 Social Bridge 13/02/2018 No charge Remove</p> <p>Finalise Courses, and if necessary, Invoice & Payment You must click this button to enrol</p> <p>Remove all selections</p> <p>Go Back ←</p>	<p>Or you have the option to Remove a course or all courses and Go Back to the previous screen</p>

**** Membership fee**

You can pay this on-line using **PayPal** which is safe and secure.

If you do not have a PayPal account, you can pay using your credit or debit card by clicking on the **Submit Payment** button which will take you to the PayPal page.

On this page, below the Log In button is an option **Pay with a Card**. Use this if do not have a PayPal account.

When you have paid, please ensure that you click on the **Return to Your U3A** button to ensure that your payment is updated in our records. Please print a copy of the invoice for your records.

You can also pay at U3A Mornington Office (10am -2pm weekdays) with credit or debit card. (Cash and cheques are not accepted.)